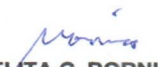



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Science Research Assistant	
2. ITEM NUMBER LS		3. SALARY GRADE SG-9	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		6. BUREAU OR OFFICE Department of Horticulture, VSU, Baybay City, Leyte	
7. DEPARTMENT / BRANCH / DIVISION Department of Horticulture, VSU		8. WORKSTATION / PLACE OF WORK VSU, Baybay City, Leyte	
9. PRESENT APPROP ACT N/A	10. PREVIOUS APPROP ACT N/A	11. SALARY Php 19,593.00/mo	12. OTHER PERA & ACA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Instructor		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Department Head	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
None		None	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Pruning Shear, Scalpel blade, Laminar Flow hood, Microwave oven, Heavy duty Gas Stove, Digital weighing scale, Calculator, Computer & Printer			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial Supervisors Non-Supervisors Staff	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please Specify): Ornamental growers/enthusiasts & florists
18. WORKING CONDITION			
Office Work Field Work Laboratory work	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Other/s (Please Specify) Stage decoration
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Responsible for the implementation, care & maintenance, data gathering, analysis & making of project reports. Propagate ornamental plants by tissue culture, cuttings & other means. Assists in the marketing/selling of plants, stage decoration & supervised laborers			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Responsible for the establishment , maintenance, production , selling of products and making project reports.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
With units of Master of Science in Horticulture	28 years in service at VSU as Science Research Assistant of the Department of Horticulture and Graduate/Research Assistant of VISCA- GTZ project	Attended Trainings and Workshop	N/A
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism			2
Delivering Service Excellence			2
Interpersonal Skills			2
Flexibility			2
Record Management			2
Computer Skills			2
21f. Leadership Competencies			Competency Level
Communication Skills			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
25%	1. Responsible for the conduct/implementation of research project on National Cooperative Testing for Solanaceous crops.	2	
20%	2. Take charge for the data gathering, analysis and making of reports.		
25%	3. Propagate ornamental crops through tissue culture & other means; assists the ornamental manager & laborers in potting/ repotting, marketing of plants & making monthly reports.		
15%	4. Maintain the ornamental Tissue Culture Laboratory & nursery.		
10%	5. Supervised laborers.		
5%	6. Does other tasks the superiors may assigned.		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.			
 NELITA C. BORNIAS 12-13-2021 Employee's Name, Date and Signature		 GLORIA E. BANCALE 12-14-2021 Supervisor's Name, Date and Signature	